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JAN 5 1956

MEMORANDUM FOR: Special Support Assistant to the DD/S

SUBJECT: Statement of Accomplishments and Objectives.

REFERENCE: Memo for SSA-DD/S, dated 14 October 1955, from SSA (Log), subject as above.

1. In accordance with your recent request, a review has been made of the work performed in this Staff, the work now being performed, and the current objectives of the Staff. The review of work performed is for the period from 14 October 1955 (date of last report) to date.

2. Our objective to expedite the logistical support of operations of the Clandestine Services through the development of more effective working relationships between the customers and the components of the Office of Logistics has been accomplished. The Senior Staff and Area Division Logistics Officers have established themselves with the various Division and Staff Chiefs of the Office of Logistics, have accepted this cutting across procedure for expediting their business, and, except for a few complaints in regard to relations with the Transportation Division, have agreed that this is a good and fast method to expedite day-to-day logistics support.

3. Functions that could be more properly accomplished in other areas of the SSA Staff have been reassigned except for Staff collection of GEHA Health Insurance premiums and preparation of quarterly and annual reports of DD/P penalty mail usage. These two functions are in process of transfer.

4. The development and promulgation of logistics policies and procedures and changes thereto continues. Matters of this kind worked on during the period include staffing of 24 regulatory issuances, preparation and coordination of an interim DD/P Project TVA Procedure, review and coordination of 16 Project Outlines, and preparation of a memorandum to the Director of Logistics from the SSA setting forth changes recommended in the Defense Support Agreements.

5. Work accomplished in the support planning field includes monitoring and guidance for the [REDACTED] development study; review of the WE Country Appendices for the SPA-DD/S; review of the Europe/South War Plan; staffing of papers on Agency use of [REDACTED] and staff guidance regarding the materiel build-up required for a hot war situation.

6. A sampling of functional staff assistance to DD/P components follows:

a. Set up meetings and furnished advice for a new procedure to improve R&D TSS contractual service.

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b. Monitored GSA support of Project [REDACTED] that was established during the previous period.

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c. Provided staff advice for the elimination of the four-bedroom houses in the [REDACTED] construction program.

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d. Promoted communications with the Field for a substantial reduction in the cost of the emergency power plant at [REDACTED]

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e. Assisted the Office of Logistics to obtain information from the Field concerning storage facilities.

f. Prepared Staff memoranda concerning several I&R and IG Field and Headquarters reports.

g. Expedited the assignment of a new chauffeur for the DD/P.

h. Assisted in expediting the submission of the annual Forecasts of Materiel Requirements.

7. General Staff accomplishments include:

a. Reviewed a proposal to consolidate the FI Presentation Branch with Visual Aids, SSA-DD/S.

b. Effected coordination and provided advice to the Chief, Printing Services Division, OL, concerning studies of domestic and overseas printing activities.

c. Continued work on Project [REDACTED] Part of the procured material is now being shipped. The Project is scheduled for completion in March 1956.

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d. Completed our staff work on initial procurement quantities for new stock items.

e. Initiated a procedure whereby Division Logistics Officers will ensure that property clearances are initiated or obtained before submission of project termination papers.

f. Visited Headquarters, [REDACTED] with the Director of Logistics to review their procedure for Agency support and to receive orientation in their Procurement and Supply Directorates.

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g. Initiated staff action to establish policy concerning the insurance of [REDACTED] vehicles.

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h. Assisted the Chief, Machine Methods Unit, with the establishment of Headquarters mail points reporting procedures.

i. Prepared a comprehensive study of the establishment of a small support staff in Europe. This study was not approved by the DD/P because of the personnel ceiling and cover situation in [REDACTED]

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7. Space, maintenance, and parking functions were discharged in a manner that appeared to be satisfactory to all elements of DD/P. Planning was effected for the return of WH Division to I, J, K, or L Building. Several sizeable moves within I, J, K, and L Buildings and Barton Hall were planned and effected with little disruption of work or confusion. New parking spaces for the DD/P components were allocated and distributed without complaint or dissatisfaction from recipient activities. A check was run on the unlisted DD/P telephones in an attempt to reduce the number of phones of this type in use.

8. We of the SSA (Logistics) Staff now approach our jobs as though we are the logistics sales representatives in the major customer area of the DD/S, SSA and the Director of Logistics. It is hoped that this Staff attitude can be continued. It is believed that such an attitude, with the application of good judgment by the Staff members, will facilitate good relations and better human communications between customers and the Office of Logistics, will promote expeditious establishment of new Agency logistics policy as required, and will assist the DD/S, the SSA, and the Director of Logistics to provide economical, reasonable, and prompt support to the Clandestine Services.

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[REDACTED]
Special Support Assistant
(Logistics)

cc: Director of Logistics